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ABSTRACT

The Staff Industry Exchange Program is a state-operated and funded program for all vocational teachers and administrators in Kentucky. The program is designed to enable vocational teachers and administrators to gain short-term, up-to-date work experience. As a result of a study of the program, this guide was developed to facilitate program improvements. The guide is intended to help vocational administrators and teachers to specifically identify the steps and procedures essential for a quality program of staff exchange. The guide is divided into five major phases: (1) getting involved in the staff exchange program--eligible personnel, self-assessment, writing specific objectives; (2) applying for staff exchange, including planning a work schedule and securing approval; (3) the staff exchange work experience--daily life on the job; (4) staff exchange outcomes--implementing staff exchange work experience into the instructional program; and (5) evaluation of results of staff exchange activities. An index and a glossary appear at the beginning of the guide, while all suggested and required forms for staff exchange are included in the appendix. Also included is a list of the duties and responsibilities for people who carry out program activities. (KC)

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Exchange Program

HANDBOOK

Kentucky Department of Education
Raymond Barber, Superintendent of Public Instruction
1981

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PREFACE

Research Project--Impact of Staff Exchange Program

The Staff Industry Exchange Program has been operating since 1974 in Kentucky. Over 1,000 vocational educators and 900 business/industries have been involved in this program. Many dollars have been spent on this program to improve the quality of vocational education in Kentucky.

It was the recommendation of the Staff Exchange advisory committee to design a research project that would identify the strengths and weaknesses of the program and make recommendation for the improvement of Staff Exchange activities. The concern of the advisory committee was -- Is the program doing the job it was designed to do? That being, to update vocational educators and provide practical insight for the revision of instructional programs and/or administrative duties and responsibilities. Also, is business/industry becoming more involved with vocational education programs as a result of Staff Exchange?

The purpose of this study was to assess the impact of Kentucky's vocational Staff Exchange program on instructional methods and content and on industry involvement in vocational education.

Objective I: Assess the impact of Staff Exchange experiences in bringing about changes in vocational instructional methods and content.

A. Assess the extent of these changes
B. Assess the nature of these changes
C. Assess the effects of teacher educator contacts in bringing about these changes

Objective II: Assess the impact of Staff Exchange in bringing about business industry involvement in vocational education.

Expected Outcomes: Impact assessment data will provide for an objective evaluation of the Staff Exchange program. Factors of "Staff Exchange" experiences which contribute most to improving instructional methods and content and to increasing business and industry involvement in vocational education may be used to develop guidelines and procedures for improving the effectiveness of the program.

Procedures:

A survey consisting of a questionnaire was sent to all vocational educators and business and industrial participants who have been involved in the Staff Exchange program since it began in 1974-75. The questionnaire was designed to identify specific changes that have taken place as a result of the Staff Exchange program.

Further personal interviews with vocational educators and business and industry participants were conducted to validate findings. A random sample of 35 vocational educators and 35 business and industrial participants were used for this validation.

Returned data was assessed to determine program impact based on survey questionnaire data and personal interviews. The data provided an objective evaluation of the Staff Exchange Program.

Findings:

The findings of this research project are based on three separate questionnaires that were administered to vocational teachers, administrators, and business/industry people who have participated in the Staff Exchange Program in Kentucky. Also, personal interviews were conducted with 35 educators and 35 business/industry people who participated in the program.

Details concerning finding results are included in the final report of the Staff Exchange research project.

Overall, the questionnaires and personal interview data indicated positive feedback concerning Staff Exchange's many contributions to the improvement of the quality of vocational education. Also, significant feedback of business/industry's involvement in vocational education as a result of the Staff Exchange Program.

The following findings were considered to be significant related to Staff Exchange Program improvement:

1. Lack of immediate supervisor's involvement in the management and evaluation of Staff Exchange Programs.

2. Ineffective results of the teacher educators in on-the-job evaluation (providing help to educators-on-site-evaluation)

   - Providing help to teachers with improvement of instruction following Staff Exchange work experiences.

3. Lack of communication between various parties concerned with carrying out various duties and responsibilities of Staff Exchange.

4. Too much paperwork or the duplication of paperwork required by participants in Staff Exchange Program.

5. Lack of understanding of Staff Exchange responsibilities of business/industry on-the-job. (Even though this was not identified as a problem by B/I person interviewed).

6. Lack of involvement of the reimbursed vocational teachers and administrators (during the past 7 years).

7. Lack of planning and identification of specific objectives for personal and professional development through Staff Exchange.

8. Lack of follow-up activities that are required to implement Staff Exchange experiences into instructional improvement.

9. More time on-the-job to achieve desired objectives of Staff Exchange.

10. Staff Exchange applications should be made at least 20 days prior to date scheduled of exchange.

11. More opportunities for the involvement of business/industry persons in vocational education activities (in-school settings).

Recommendation for Program Improvement:

I. Identify procedures, duties and responsibilities of meeting the overall objectives of Staff Industry Exchange.

   A. Guidelines for supervisors who want information concerning the planning, operation, implementation and evaluation of the program.

   B. Guide for educators who want to get involved in Staff Exchange.

   C. Guide for business/industry person who want to get involved in Staff Exchange.

II. Changes in the roles of specific individuals involved in carrying out Staff Exchange responsibilities.

   A. State Supervisor of Staff Exchange.

   B. Regional Contact Person.

   C. Immediate Supervisor.

   D. Regional Program Coordinator.

   E. Business/Industry Contact Person.

   F. Teacher Educator/Field Based Teacher Educator.

   G. Regional Director/Local Superintendent.

   H. Unit Director - Bureau of Vocational Education.

III. Changes in forms, applications, work agreements, evaluations, etc. to document program activities under the new guidelines.

IV. System of accountability - to identify specific program improvements as a result of Staff Exchange (for each participant).

V. Procedures to assess personal and professional development for each educator that will help them in keeping up-to-date in their occupational area (1-5 year plan).

VI. Direct involvement of the immediate supervisor in providing for the professional improvement of educators under his/her supervision.

VII. Providing in-service to participants to help them implement Staff Exchange work experience into their instructional program.

VIII. Better communication of all people involved in the program. (As a result of definite guidelines and responsibilities).

IX. Better use of Staff Exchange funds in meeting program objectives.

- Teacher education funding and travel
- Regional contact person's travel and responsibilities

X. Provide business/industry with opportunities to actively participate in vocational education activities through short-term exchanges in school.

Program Improvement:

These guidelines can help vocational educators to better incorporate their Staff Exchange experiences into the curriculum and make their program more responsive to the needs of students as well as the business and industrial segment of the community.

These guidelines will also be helpful to vocational administrators in planning, implementing and monitoring Staff Exchange activities for their personnel. Vocational administrators are concerned about keeping their teaching staff current with the practices that are presently being used in business and industry. They are also concerned that these current practices are reflected into their instructional programs.

Teacher educators can benefit from this research in the improvement of requirements, procedures and methods of working with teachers, administrators, and business and industry to facilitate the improvement of instruction.

Hopefully, these guidelines will be of benefit to all vocational educators in Kentucky. It will help vocational education planners to operate a quality program of "Staff Exchange" to gain up-to-date work experience. These guidelines can also be of help to business and industrial leaders in providing them with guidelines and procedures for increasing their involvement in vocational education.

INTRODUCTION

The Staff Industry Exchange Program is a state-operated and funded program for all vocational teachers and administrators in Kentucky. The program is designed to enable vocational teachers and administrators to gain short-term, up-to-date work experience.

The Staff Exchange Program provides a communication link between vocational educators and business/industry:

> Business and industry is concerned with the recruitment, selection and employment of qualified workers.
>
> Vocational education is concerned with properly training or retraining people with job-entry skills, knowledge, and attitudes required by business/industry.

The Staff Exchange Program is the vehicle that provides vocational educators an opportunity to keep abreast of the changing technological advances and employability skills required for employment. At the same time, it provides business/industry people an opportunity to learn more about vocational education's curricula, facilities and equipment, and teaching methods being utilized in the schools.

> This working arrangement will provide both vocational educators and business/industry personnel with opportunities to observe, assist and perform current practices of business and industry and vocational education. At the same time, provide opportunities for both parties to have input into the decisions which can improve the quality of training people for jobs.

A <u>successful</u> program of Staff Exchange depends on careful planning prior to and throughout the program. A <u>quality</u> program depends on the support of the administrators in assuring that all persons fulfill their responsibilities in carrying out Staff Exchange requirements.

This guide was prepared for vocational administrators and teachers in Kentucky to specifically identify the steps and procedures essential for a quality program of Staff Exchange.

The guide is divided into five major phases. The pages within each phase are numbered separately so that additional materials or revisions may be inserted later. An index and a glossary appears at the beginning of the guide. All suggested and required forms are included in the Appendix of this guide. Also included is a list of the duties and responsibilities for people who will be carrying out program activities.

Section V of the Appendix is labeled "Program Area." This section is set aside so that special materials relating to individual service area requirement for Staff Exchange may be added from time to time.

ACKNOWLEDGEMENTS

These guidelines were prepared for all vocational educators in Kentucky who are interested in participating in the Staff Industry Exchange Program. This document is also designed to guide and direct vocational educators who are involved in the planning, organization, operation, implementation and evaluation of Staff Exchange activities.

These guidelines are a direct result of the finding and conclusion identified in the research report -- Impact of Staff Industry Exchange Program in Kentucky.

I want to take this opportunity to express my sincere appreciation to those who gave of their time and energy in helping me with the research project activities:

Staff Industry Exchange Steering Committee (Region #15)

Who helped in the development of the questionnaires that were sent to educators, administrators, and business/industry people.

Staff Exchange Advisory Committee

These people provided guidance and direction to the research project and the development of the guidelines throughout the various phases of its development.

Regional Contact Persons for Staff Exchange

The fourteen regional contact persons provided continuous help in formulating the guidelines for Staff Exchange. A special thanks to the seven regional contact persons who conducted personal interviews with educators, administrators, and business/industry participants.

A very special thanks to the following individuals for their time, professional commitment, and expertise in carrying out the various activities of this research project:

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Consultant
Cleveland State University

Mr. Hollie Pieratt
Supervisor, Staff Exchange Program
Bureau of Vocational Education

Mrs. Ellen Grigsby
Secretary
Bureau of Vocational Education

Mr. James Zoll
Regional Industrial Coordinator
Vocational Region 15 (Bluegrass)

Ms. Amy McCullough
Secretary
Vocational Region 15 (Bluegrass)

Staff Exchange must be flexible to meet the needs of vocational educators and business/industry people throughout the state. This bulletin will serve as a guide to all vocational educators in the planning and operation of a quality program of Staff Industry Exchange in Kentucky.

Jack McElroy
Department of Vocational Education
University of Kentucky

AIMS AND OBJECTIVES

I. The Staff Exchange Program is designed to provide opportunities for vocational teachers, counselors, and administrators to observe, assist or perform occupational tasks in business or industrial settings where vocational students are being employed or there is potential for employment.

II. The Staff Exchange Program is designed to provide business/industry personnel an opportunity to observe, assist and perform educational tasks in an educational setting where students are being trained and/or retrained for job entry employment.

Specific objectives for teachers and counselors in meeting Staff Industry Exchange Program guidelines:

1. Observe and/or assist business/industry employer's in the performance of actual job responsibilities.

2. Perform tasks (skills) that are required of business/industry employees on-the-job.

   a. Identify employability skill requirements for job entry employment.

3. Gain knowledge that is up-to-date and required for new employees in carrying out specific job responsibilities.

Specific objectives for administrators in meeting Staff Industry Exchange Program guidelines:

1. Identify management techniques that can utilize in supervising and administering vocational programs.

2. Identify shop and laboratory practices that can provide help to teachers in better managing their instructional programs.

3. Plan, initiate and implement a personnel development program for teachers to revise, reorient, and change their instructional program to better meet the needs of business/industry.

4. Identify new skills that are being performed in business/industry that teachers should incorporate into their instructional programs.

5. Describe in written form, a process for providing a continuous liaison between vocational school programs and business/industry including provisions for:

   (a) Advisory committees
   (b) Cooperative work experience
   (c) Student placement
   (d) Employability skill requirements

Specific objectives for business/industry in meeting the Staff Industry Exchange Program guidelines:

1. Observe vocational education programs in operation to better design more effective educational experiences.

2. Assist educators in the teaching/learning process of training people for employment.

3. Assist administrators and counselors in planning activities that will improve the selection and placement of students in vocational education and on-the-job.

4. Assist vocational education by being a resource person to talk to students concerning employment requirements.

5. Serve on craft and advisory committeees to improve the quality of vocational education.

GLOSSARY

BUSINESS/INDUSTRY SPONSOR (Training Sponsor) -- The on-the-job supervisor who is directly responsible for the training and supervision of the Staff Exchange participant.

COMPETENCY -- A specific skill or knowledge which is essential to the performance of a job responsibility; usually stated with a level or standard of performance expected.

EMPLOYABILITY SKILLS -- Skills, knowledge, and attitudes that enable a person to obtain and hold a job, get along with others, manage personal affairs, manage finances, and understand the economics of business and industry.

EVALUATION -- A process that includes determining achievement of objectives, identifying strengths and weaknesses, and determining need for improvement; including evaluation of the work site, of the participant, and an evaluation summary.

EXTENDED EMPLOYMENT -- Employment that extends beyond the contract or normal school year. Application for extended employment may be approved for personal, professional, and/or technical development activities.

INSTRUCTIONAL PROGRAM -- A program designed to prepare people for job-entry employment and/or upgrading of people already employed.

ON-THE-JOB TRAINING -- A broad term referring to the process of learning skills, knowledge, and attitudes in a job setting.

PROGRAM AREA -- A term used to broadly identify the various types of vocational programs such as agriculture, business and office, health occupations, home economics occupational education, marketing and distributive, vocational industrial and technical education.

STAFF INDUSTRY EXCHANGE -- A program that provides vocational educators an opportunity to gain short-term, up-to-date work experiences.

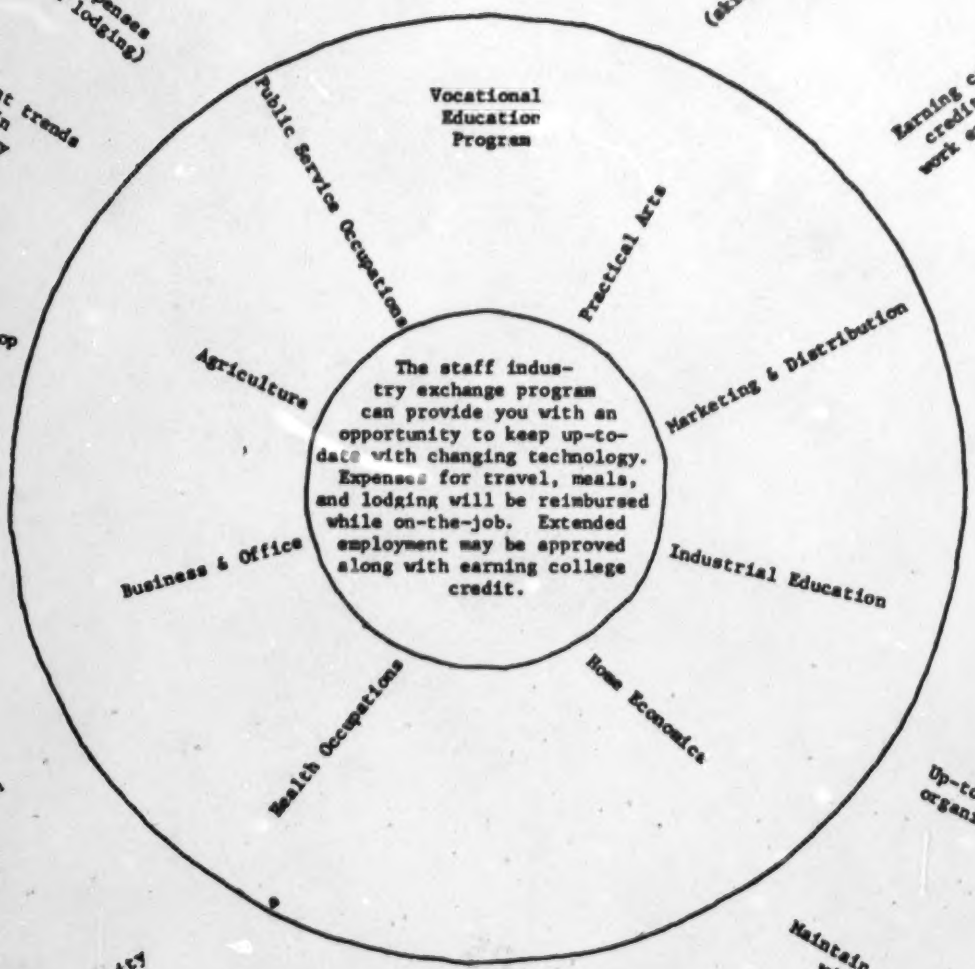
SELF-ASSESSMENT -- A process of identifying strengths and weaknesses of personal, professional, and/or occupational competencies required for successful teaching or administration of vocational programs.

WORK EXPERIENCE -- Activities that are carried out on-the-job within a business/industry setting that employ people for the production of goods and services.

WORK EXPERIENCE OBJECTIVES -- Specific statement(s) that identify exactly what is to be accomplished while working on-the-job.

WORK SCHEDULE -- Identified and approved dates for short-term work experience in a business/industry setting.

Benefits of Staff Exchange


Vocational Education Program
Public Service Occupations
Practical Arts
Agriculture
Marketing & Distribution
Business & Office
Industrial Education
Health Occupations
Home Economics
The staff industry exchange program can provide you with an opportunity to keep up-to-date with changing technology. Expenses for travel, meals, and lodging will be reimbursed while on-the-job. Extended employment may be approved along with earning college credit.

Reimbursement for Expenses (travel, meals and lodging)

Keeping up-to-date with changing technology (skills, knowledge & attitudes)

Knowledge of current trends and practices in business/industry

Earning college credit for work experience

Opportunities for co-op student placements

Keeping instructional program up-to-date
-supplies
-tools
-equipment

Opportunities for job placing

Up-to-date management and organizational procedures

Better Communication

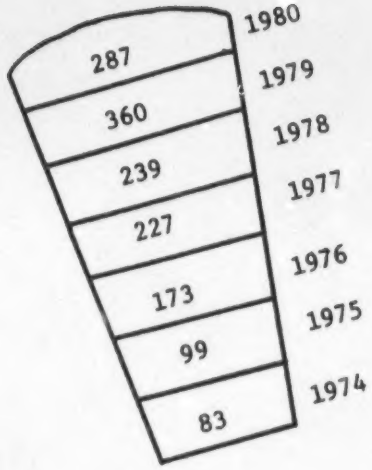
Maintain a working relationship with business/industry

Approval activity for extended employment

Identify resource people from B/I for:
-speaker
-field trips
-craft advisory committee members
-judges

Program Growth, 1974-80

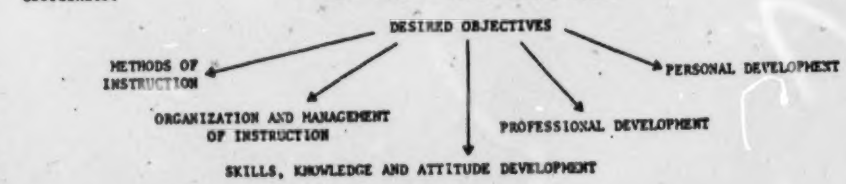
The Staff Exchange Program in 1974 involved 83 vocational educators and administrators. This number has increased to 360 in 1980. Over 1,000 vocational educators and 900 business and industries have been involved in this program.



Program Update

The Staff/Industry Exchange Program Director contracted with the University of Kentucky to conduct a research project relative to effectiveness of the Staff Exchange Program. Preliminary findings indicate that the Staff Exchange Program would be more effective with more local management and supervision. The guidelines which immediately follow this section place more direct responsibility on the immediate supervisor, vocational teacher, and/or administrator.

Reimbursed Programs	STAFF INDUSTRY EXCHANGE PROGRAM	Direct Operated Program
	Phase I	
Field Based Teacher Educator Teacher Educator (Advisor) Immediate Supervisor (Program coordinator of the immediate supervisor will assert immediate supervisor	Getting Involved in the Staff Exchange Program Develop self-assessment for Professional, Educational, Technical, and Occupational needs 1 to 5 year plan Identify Specific Objective for Self, Professional, and Instructional Improvement Through Work Experience	Field Based Teacher Educator Teacher Educator (Advisor) Immediate Supervisor
	Phase II	
Immediate Supervisor assisted by Regional Program Coordinator and Teacher Educator in planning Staff Exchange	APPLICATION FOR STAFF EXCHANGE Planning Work Experience/ Objectives for Staff Exchange Educator works with immediate supervisor to: -Identify Business/Industry to meet their objectives (Orientate B/I Sponsor) -Plan work schedule (weeks and hours) *-Extended employment approved	Immediate Supervisor assisted by regional contact person and teacher educator
Application/work agreement signature and approval secured by educator and immediate supervisor (Local Superintendent) *Extended employment must be approved by immediate supervisor, local superintendent, and the Unit Director in the Bureau of Vocational Education	NOTE: All completed applications must be forwarded to the regional contact person for Director's signature Regional Contact Person will forward approved copies of application to: -Teacher education involved in granting college credit - Applicants -Immediate supervisors - Staff Exchange Program director -Business/Industry sponsor	Application/work agreement signature and approval secured by educator and immediate supervisor *Extended employment must be approved by immediate supervisor, regional director and Unit Director in the Bureau of Vocational Education
	Phase III	
	STAFF EXCHANGE WORK EXPERIENCE SCHEDULE	
Immediate Supervisor (Teacher educator will assist immediate supervisor as needed)	All applicants for staff exchange will be visited and evaluated by the immediate supervisor NOTE: College Credit The educator will be visited and evaluated on the job by the teacher educator if college credit is being granted	Immediate Supervisor (Teacher educator will assist immediate supervisor as needed)
	Phase IV	
Immediate Supervisor Field Based Teacher Educator and Program Coordinator	STAFF EXCHANGE OUTCOMES Provide guidance and direction in helping the educator to implement their work experience into their instructional program	Immediate Supervisor Field Based Teacher Educator and Program Coordinator



Phase V

Evaluation results of Self-Assessment Plan (1 to 5 year plan)

Review and Identify Staff Exchange Work Experience Objectives:

Evaluate the Results of Self Assessment (1 to 5 year plan)

Field Based Teacher Educator
Immediate Supervisor
Program Coordinator

Regional contact and/or program coordinator will submit evaluation results to appropriate parties

Field Based Teacher Educator
Immediate Supervisor
Program Coordinator

PHASE I

Getting Involved in Staff Exchange

Any vocational teacher or vocational administrator employed in vocational education or the public school system is eligible to participate in the Staff Exchange Program.

Through the development of a 1-5 year needs assessment plan for professional, educational, technical and occupational preparation, the need for Staff Exchange is essential. The immediate supervisor, field-based teacher educator, teacher educator, regional contact person, and program coordinator can help in planning a 1-5 year needs assessment plan and can also assist you in becoming involved in Staff Exchange.

The teacher is the key to successful, effective vocational education programs. In order to maintain and improve the quality of vocational education, it is important for vocational educators to periodically assess their teaching and/or administrative performance. This assessment can help identify areas where improvement may be needed. Next, plan activities that will improve your performance. (The self-assessment plan can be obtained from your immediate supervisor.)

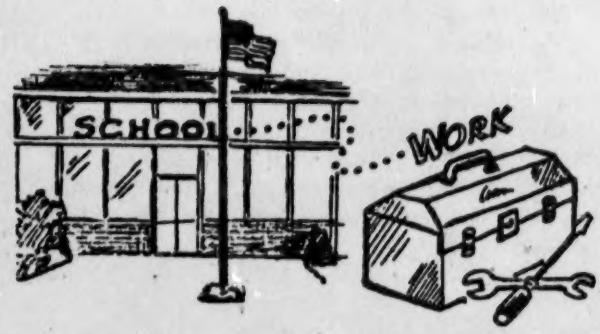
Those stated objectives for self, professional, and instructional improvement can be met (in part) through participation in Staff Exchange.

Developing an Improvement Plan

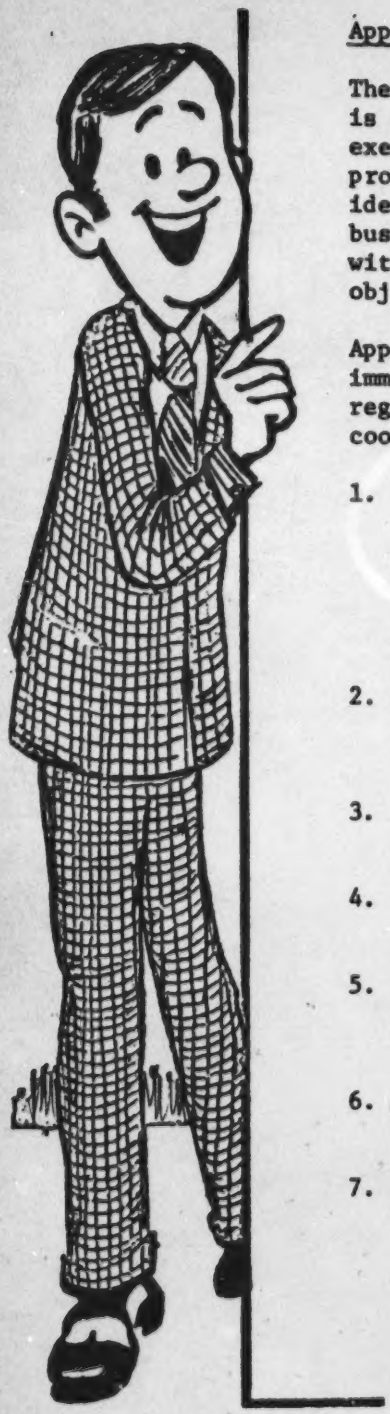
After identifying and prioritizing improvement needs, the next step is to develop a specific plan for improving your performance. You should work with your immediate supervisor and/or a teacher educator in developing your plan.

This professional plan should help you identify specific objectives and help you schedule activities to accomplish your objectives.

Some of your objectives for personal, professional or technical improvement priorities may be accomplished through the Staff Industry Exchange Program. If so, identify those specific objectives (activities) that can be accomplished through work experience.



Next, discuss with your immediate supervisor the best alternatives for meeting your objective(s). If the Staff Exchange Program will help meet your objective(s), then the next step is to MAKE APPLICATION FOR STAFF EXCHANGE.



Application Process

The success of the Staff Exchange Program is dependent on careful planning and proper execution of each step in the application process. Emphasis should be placed on identifying your objectives and locating a business or industry that can provide you with an opportunity to meet those objectives.

Application forms can be obtained from your immediate supervisor, teacher educator, regional contact person, or program coordinator.

1. The first and most important step in the application process is to identify the work experience objectives needed for instructional improvement, professional development or personal development.

2. Identify a business or industry that will provide you with an opportunity to meet your objectives.

3. Plan your work schedule, including application for extended employment.

4. Get the training agreement signed by the training sponsor.

5. Complete other details on application for Staff Exchange and get necessary approval.

6. Request approval for out-of-region or out-of-state travel, if applicable.

7. Contact your college advisor if college credit is desired for Staff Exchange.

<u>Inform all persons concerning changes on application</u>

PHASE III

STAFF EXCHANGE WORK EXPERIENCE SCHEDULE

The first day of Staff Exchange should be an orientation of the vocational educator and his/her duties and responsibilities. This orientation should also involve the business/industry where the Staff Exchange will take place. A contact person will be identified on the application. This person will be your supervisor on-the-job and will designate someone that you will be responsible to dur[illegible]g your Staff Exchange.

Your activities on the first day should include some or all of the following:

1. Discuss your educational and work experience background in your vocational field of teaching/administration.

2. Review application/work agreement. Details to be discussed include the following:

   (a) objectives of your work experience;
   (b) ability of the business or industry to meet these objectives;
   (c) length of work experience and daily schedule of activities;
   (d) identify a supervisor(s) you will be working with on-the-job;
   (e) inform the supervisor(s) that your immediate supervisor will be visiting you on-the-job. Also, that a teacher educator and/or regional contact person may be visiting you on-the-job;

   NOTE: All participants receiving college credit for Staff Exchange will be visited on-the-job.

   (f) workman's compensation (liability coverage);
   (g) completing evaluation forms.

3. Become familiar with company policies and procedures, and organizational structure, Also:

   (a) employment opportunities for new employees;
   (b) jobs or positions available for employment.

4. Discuss the vocational program(s) you teach and/or administer in vocational education.

   (a) types of students you serve;
   (b) curriculum offerings (jobs, DOT's)
   (c) facilities available
   (d) student placement

5. Tour of business/industry to gain an overall understanding of its operation.

6. After the basic orientation process is over, the next step is to observe, assist, or perform work activities identified by your supervisor.

As a participant in Staff Exchange, you are expected to fulfill the obligation in the work agreement or other rules or policies of your employer. Furthermore, you need to outline your daily activities and complete the evaluation form evaluating your work experience activities.

On the last day of Staff Exchange, a meeting should be organized to discuss work experience activities that were accomplished. Such topics should be discussed:

(a) review objectives that were achieved through Staff Exchange;
(b) discuss your accomplishments and how they will be incorporated into instructional program and/or administrative duties and responsibilities;
(c) invite business/industry to exchange or visit vocational school for the purpose of:

- talking to students concerning employment requirements in business/industry

- assist in teaching and/or administrative function

- serving on advisory committees

- inputs concerning program/ curriculum design or equipment/ facilities

- resource person--demonstrations, speaker, judging, evaluator, etc.

- teacher (substitute) those that would qualify)

(d) personally thank business and industry for opportunities to work with them.

8. Following your exchange, be sure to mail the business or industry a letter of appreciation. A sample letter is included in the Appendix.

9. The Regional Program Coordinators shall assist reimbursed teachers in all program phases. The Regional Program Coordinator, immediate supervisor, and teacher educator (for those receiving college credit) should:

   - visit reimbursed teachers on the job

   - assist in incorporating work experience into instructional program

   - assist in documenting results on evaluation summary.

PHASE IV

Staff Exchange Outcomes

The single most important element of Staff Exchange is to incorporate your work experience into your instructional program and/or administrative duties and responsibilities. The immediate supervisor, assisted by the teacher educator and/or field based teacher educator, will help guide these changes.

The following are specific tasks that should be completed to improve your instructional program and/or administrative duties:

1. Contact the teacher educator (set up an appointment) that has been designated to work with you concerning instructional improvement and/or improvement of administrative duties and responsibilities.

If possible, this meeting should be set up as soon as possible after your Staff Exchange experience. It should involve the participant and the teacher educator (field-based teacher educator).

The purpose of this meeting is to plan activities that will help you in implementing Staff Exchange and experience into your teaching and/or administrative activities. A copy of this plan will then be discussed with your immediate supervisor.

2. Refer to Staff Exchange outcome sheet 4149 that is used to document instructional or administrative changes.

3. Identify Staff Exchange work experience activities that you experienced (refer to daily work schedule outline) that will improve your instructional program and/or administrative duties. Such things as:

   (a) skills or knowledge that needs to be revised or incorporated into lesson plans or modules.

   (b) equipment that needs to be replaced or added to program.

   (c) visual aids that need to be developed or ordered to support instructional and/or administrative improvements.

   (d) personal development through training, retraining or in-service workshops that would improve your competencies as a teacher or administrator:

   - occupational skills or knowledge
   - professional teaching skills
   - management skills
   - supervisory skills

   (e) organization and management of instruction.

   (f) methods of instruction

   (g) professional development activities.

   (h) employability skills for employment.

   (i) student placement.

4. Following your plan for instructional improvement, your immediate supervisor will help guide and direct your improvement activities during the following academic year.

5. Once you have completed these improvement activities, document these changes or revisions on Form #4149. A copy of these changes needs to be sent to the Supervisor for Staff Industry Exchange, Bureau of Vocational Education, Frankfort, Kentucky. Another copy needs to be sent to your Regional Director or Local Superintendent.

The Staff Exchange program's main purpose is to improve the quality of vocational education to better meet the needs of students and the business and industries we serve.

PHASE V

Evaluation Results of Self-Assessment Plan

Completion of Staff Exchange necessitates a review of your self-assessment plan and a possible revision of it. If so, your immediate supervisor, with the help of a teacher educator or field-based teacher educator, can assist you in making these changes.

The document for Vocational Education Personnel Development Assessment is organized into eight major areas:

1. Basic information concerning educator's employment status.
2. Work experience earned in specific occupational area.
3. Basic educational background.
4. Type of certification status currently employed.
5. Professional education and certification needs.
6. Technical or occupational area of concentration needs.
7. General education needs based on degree requirements.
8. Finally, review, revise, document and submit your professional development plan accomplishments to appropriate parties.

The professional development plan is designed to document your professional accomplishments and plan activities that will help you in meeting your professional goals.

APPENDIX

TASKS AND ACTIVITIES TO BE CONDUCTED
BY THE EDUCATOR (PARTICIPANT)

Every vocational educator having teaching and/or administrative responsibilities needs to return to business/industry on a regualr basis to keep up-to-date with new skills, knowledge, and attitudes of business industry. It is the responsibility of each educator to identify their professional and technical competencies through a needs assessment.

This self assessment can best be accomplished through a conference with the teacher educator (advisor) and your immediate supervisor (department head, coordinator, or principal) at your school.

1. This self assessment should identify your professional and technical goals and objectives for a one (1) to five (5) year plan for professional development.

2. Once your goals and objectives have been identified; relating to your teaching and/or administrative responsibilities, you should then sequence those professional and technical needs (according to priority).

The following are steps to follow in participating in the Staff Exchange Program:

1. Complete a self assessment.

2. Identify specific objectives for instructional improvement through work experience.

3. Work with immediate supervisor in making application for Staff Exchange.

4. Report to work as scheduled.

   NOTE: You will be visited on-the-job by your immediate supervisor and/or a teacher educator if college credit is being granted.

5. Complete necessary forms.

   - Time and Daily Activity Sheet
   - Evaluation (on-the-job)

6. Implement Staff Exchange work experience into instructional program.

7. Document results and achievements of Staff Exchange experience.

8. Update self assessment plan (1-5 year)

TASKS AND ACTIVITIES TO BE CONDUCTED BY
THE IMMEDIATE SUPERVISOR

The immediate supervisor has the responsibility to work with teachers, counselors and supporting services personnel in development and implementation of a one and five year professional development plan. Also; coordinate, supervise and evaluate supervised work experience activities for staff exchange; and provide guidance and direction in helping educators to implement their instructional activities.

The immediate supervisor will assist each educator (under their direct supervision) in carrying out the following duties and responsibilities to meet the objectives of the staff exchange program:

1. Develop a self assessment of work experience.
2. Identify work experience objectives.
3. Develop extended employment plan.
4. Plan work schedule.
5. Identify work site for staff exchange.
6. Secure approvals (signatures) for application/work agreement submitted for staff exchange.
7. Provide an orientation to business/industry sponsors concerning the objectives on the Staff Exchange Program to identify their role in supervising the staff exchange participant.
8. Visit and evaluate applicant during work experience.
9. Guide and direct the implementation of work experience into the instructional program.
10. Submit results of staff exchange work experience objectives that have been implemented.
11. Assist educator in updating 1-5 year self assessment plan.

TASKS AND ACTIVITIES TO BE CONDUCTED BY THE
REGIONAL STAFF EXCHANGE CONTACT PERSON

Under general direction, the regional contact person is responsible for coordinating the implementation of the Staff/Industry Exchange Program. The regional contact person for Staff Exchange does not have the responsibility for working with individual educators or visiting work sites in completing work agreements and/or on-the-job evaluations. The major responsibility of these activities is with the immediate supervisor. However, the regional contact person should help coordinate the mechanics of these activities.

The following are some of the specific task responsibilities of the contact person:

1. Coordinate and disseminate staff exchange information and materials to immediate supervisors or vocational education.

2. Act as a resource person for immediate supervisors in assisting placement of applicant in staff exchange.

3. Coordinate the approval, collection and distribution of staff exchange forms.

   - application/work agreement (regional director's signatures)
   - collection of evaluations from immediate supervisors and business/industry sponsor
   - verification of time and work report activity sheet
   - verify expenses estimated for staff exchange

4. Coordinates staff exchange activities with regional and local personnel.

5. Coordinates activities with vocational teacher educator.

6. Contacts the director of the Staff Exchange Program as often as necessary and provides him with information required for project reports and management.

7. Submit final report to Staff Exchange Program director (Bureau of Vocational Education).

TASKS AND ACTIVITIES TO BE CONDUCTED BY THE TEACHER EDUCATOR

The teacher educator and/or field based teacher educator shall assist in developing self assessment for vocational educators in regions agreed upon; identify specific objectives for instructional improvement through work experience; and provide guidance and direction in helping staff exchange participants implement their work experience into their instructional program.

The teacher educator will assist each staff exchange participant (regions assigned) in carrying out the following duties and responsibilities to meet the objectives of the Staff Exchange Program:

1. Work with the immediate supervisor and educator in developing a self assessment for professional development (1-5 year plan).
2. Identify specific objectives for instructional improvement through work experience.
3. Inform vocational educators and/or administrators concerning college credit requirements for staff exchange work experience.
4. Visit and evaluate only those participants receiving college credit for staff exchange work experience.
5. Assist immediate supervisor on request to visit and evaluate staff exchange work experience.
6. Provide assistance in helping staff exchange participants implement work experience objectives into their instructional program.
7. Assist in reviewing 1-5 year professional development plans to update work experience objectives.
8. Coordinate all staff exchange activities with state, regional, and local personnel as well as other teacher educators when necessary.

RESPONSIBILITIES OF STAFF EXCHANGE PROGRAM DIRECTOR

The Staff Exchange director is responsible for program planning, implementation and evaluation. He/she is responsible for the coordination and dissemination of all materials, forms and brochures relative to staff exchange. He/she is responsible for developing and monitoring the budtet. He/she also plans all inservice and Staff Exchange Advisory Committee meetings and annual conferences.

The specific tasks of the program director are:

1. Informs all educators and business and industry personnel about the Staff Exchange Program.
2. Directs activities of teacher educators.
3. Directs activities of regional contact personnel.
4. Develops a workable budget.
5. Coordinates and monitors budget.
6. Revises materials, audio-visual aids, and forms relative to staff exchange.
7. Plans advisory committee meetings.
8. Plans annual conference/conferences.
9. Evaluates staff exchange activities each year.
10. Coordinates and conducts inservice for immediate supervisors.

TASKS AND ACTIVITIES TO BE CONDUCTED BY THE REGIONAL PROGRAM COORDINATOR

Under general direction, is responsible for coordinating the implementation of the Staff Exchange Program for all reimbursed personnel.

The following are some of the specific task responsibilities of the regional program coordinator:

1. Coordinate and disseminate Staff Exchange information and materials to immediate supervisor of reimbursed personnel.

2. Act as resource person for immediate supervisors of reimbursed personnel in placement of applicant in Staff Exchange.

3. Coordinate the approval, collection, and distribution of Staff Exchange forms for reimbursed personnel.

   - application/work agreement (regional director's signature)
   - collection of evaluations from immediate supervisors and business/ industry sponsors
   - verification of time and work report activity sheet

4. Coordinate Staff Exchange activities with public schools and reimbursed personnel.

5. Coordinate activities with vocational teacher educator or Field Based Teacher Educator.

6. Contact regional contact person for Staff Exchange as often as necessary to coordinate all activities.

7. Submit forms to regional contact person who handles distribution.

TASKS AND ACTIVITIES TO BE CONDUCTED BY THE BUSINESS/INDUSTRY SPONSORS

Business and industry is concerned with the recruitment, selection, employment, and training of qualified workers. The Staff Exchange Program provides business/industry an opportunity to work with vocational educators in keeping them up-to-date with business/industry needs for employment. Working together provides better communication links between the vocational programs and the business and industries which employ the graduates of the program.

The following are some of the specific task responsibilities of the business and industry sponsors.

1. Sign work agreement and agree to provide work experience activities to meet participant's objectives.
2. Evaluate participant.
3. Verify the participant's time and activity sheet.
4. To become involved in vocational education activities to the extent possible.
5. To permit the immediate supervisor and/or teacher educator to visit and evaluate the participant on-the-job.

DO NOT FILM THIS PAGE

STAFF EXCHANGE REGIONAL CONTACT PEOPLE

Coordinator
Vocational Education Region 1
P. O. Box 7769
Paducah, KY 42001
502/444-8340

Coordinator
Vocational Education Region 2
P. O. Box 608, [illegible] West Center
Madisonville, KY 42431
502/821-7070

Coordinator
Vocational Education Region 3
1905 Southeastern Parkway
Owensboro, KY 42301
502/684-7201

Coordinator
Vocational Education Region 4
1845 Loop Drive, P. O. Box 1868
Bowling Green, KY 42101
502/781-3854

Coordinator
Vocational Education Region 5
505 University Drive
Elizabethtown, KY 42701
502/769-2326

Coordinator
Vocational Education Region 6
3101 Bluebird Lane
Jeffersontown, KY 40299
502/267-7491 or 588-4763

Coordinator
Vocational Education Region 7
Amsterdam Road
Covington, KY 41011
606/292-2760

Coordinator
Vocational Education Region 9
P. O. Box 698, Thirty-two S. Christy
Morehead, KY 40351
606/784-7541

Coordinator
Vocational Education Region 10
Route 6, Box 434, Winslow Road
Ashland, KY 41101
606/928-6427

Coordinator
Vocational Education Region 11
313 Third Street
Paintsville, KY 41240
606/789-3115

Coordinator
Vocational Education Region 12
101 Vo-Tech Drive
Hazard, KY 41701
606/436-3101

Coordinator
Vocational Education Region 13
Route 4, Box 431-A
Barbourville, KY 40906
606/546-9274

Coordinator
Vocational Education Region 14
P. O. Box 110
Somerset, KY 42501
606/678-8608

Coordinator
Vocational Education Region 15
100 Vo-Tech Road
Lexington, KY 40511
606/252-3418

STAFF EXCHANGE TEACHER EDUCATORS

Center for Career and
Vocational Teacher Education
Western Kentucky University
Bowling Green, KY 42101
502/745-3441

Department of Vocational Education
Dickey Hall
University of Kentucky
Lexington, KY 40506
606/257-3897

Department of Industrial Education
and Technology
307 Fitzpatrick
Eastern Kentucky University
Richmond, KY 40475
606/622-3325

Department of Industrial Education
and Technology
Morehead State University
Morehead, KY 40351
606/783-4651

Department of Industrial Education
and Technology
Box 774
Morehead State University
Morehead, KY 40351
606/783-4651

Department of Industrial Education
Murray State University
Murray, KY 42071
502/762-3392

Department of Occupational
and Career Education
University of Louisville
Louisville, KY 40208
502/588-6667

Department of Industrial Education
Northern Kentucky University
Highland Heights, KY 41076
606/292-6352

FIELD BASED TEACHER EDUCATORS

EASTERN KENTUCKY UNIVERSITY

Mr. Eddie Davis
Phone: 606/622-3325

Department of Industrial Education
307 Fitzpatrick
Eastern Kentucky University
Richmond, KY 40475

MOREHEAD STATE UNIVERSITY

Mr. Terry Stewart
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Department of Industrial Education and Technology
Box 774
Morehead State University
Morehead, KY 40351

MURRAY STATE UNIVERSITY

Dr. Paul McNeary
Phone: 502/762-3392

Department of Industrial Education
Murray State University
Murray, KY 42071

NORTHERN KENTUCKY UNIVERSITY

Dr. Lars Heller
Phone: 606/292-6352

Department of Industrial Education
Northern Kentucky University
Highland Heights, KY 41076

UNIVERSITY OF KENTUCKY

Dr. Jack McElroy
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Department of Vocational Education
University of Kentucky
Lexington, KY 40506

UNIVERSITY OF LOUISVILLE

Dr. Dick Crosby
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Department of Occupational and Career Education
University of Louisville
Louisville, KY 40208

WESTERN KENTUCKY UNIVERSITY

Dr. Dwight Cline
Phone: 502/745-3441

Center for Career and Vocational Teacher Education
Western Kentucky University
Bowling Green, KY 42101

Mr. Jeff Crisp
Phone: 502/745-5551

Department of Industrial Education
Western Kentucky University
Bowling Green, KY 42101

4145
R/1/81

STAFF/INDUSTRY EXCHANGE APPLICATION

Kentucky Department of Education
Bureau of Vocational Education

Name_____ Date_____ Soc. Sec. No._____

School_____ Vocational Region_____ Age_____ Sex_____

School/Work Address_____ Zip Code _____ Phone _____

Home Address_____ Zip Code _____ Phone _____

Do you wish college credit?_____ Yes _____ No. If yes, what university? _____

Subject Area Taught_____ No. of years_____

Administrative Area_____ No. of years_____

PREVIOUS WORK EXPERIENCE (Non-Teaching):

Name of Company	Location	Dates

STAFF EXCHANGE WORK EXPERIENCE OBJECTIVES (Outline Objectives)

_____

_____

BUSINESS/INDUSTRY WHERE ABOVE OBJECTIVES CAN BE ACHIEVED:_____

Industry Address_____

Industry Contact Person_____ Title_____ Phone_____

Industry, On-Job Supervisor_____ Title_____ Phone_____

DATES OF EXCHANGE: Begin_____ End_____
Month Day Year Month Day Year

DAILY TIME SCHEDULE:_____ _____ M T W T F S
From-Hour To-Hour

Will you have student responsibilities during this time?_____ Yes _____ No.

If yes, who will cover your class?_____

When applicable, has extended employment been approved to cover the S/E period?_____ Yes _____ No.

Number of previous staff exchanges:_____ List of names of Sponsors: 1._____

2._____ 3._____ 4._____

COMPLETE BELOW ESTIMATES BASED ON STATE TRAVEL REGULATIONS:

Substitute Teacher cost for_____ days X $ _____ per day = _____

Distance to exchange site from work site_____ X _____ cents per mile X _____ days = _____

Additional in vicinity miles_____ X _____ cents per mile X _____ days = _____

Lodging: _____days at $ _____ per day = _____

Meals: _____ days at $ _____ per day = _____

Tolls, Parking and Misc.: _____per day for _____ days = _____

TOTAL COST _____

— PLEASE COMPLETE AND SIGN OTHER SIDE —

KDE/MIC Approved
4460-1012

STAFF EXCHANGE WORK AGREEMENT

The cooperating firm agrees:

To provide the educator with opportunities to reach Work Experience Objectives outlines on application.
To make an honest appraisal of the educator's performance on the job at the end of the specific period agreed upon. (Complete Evaluation form, verify Work Activities and Time Form.)
To avoid subjecting the educator to unnecessary or unusual hazards.
To notify the next of kin and school in case of accident, sickness, or any other serious problem which arises.
To permit and expect the immediate supervisor or teacher educator to confer with the educator for a reasonable time period on a supervisory visit to the business.
To notify immediate supervisor when there is a change in schedule.

SIGNATURE: _____ Date _____
Business/Industry Supervisor

The educator agrees:

To keep the employer's interest in mind and to be punctual, dependable, and loyal.
To follow instructions, avoid unsafe acts, and be alert to unsafe conditions.
To be courteous and considerate of the employer, co-workers, and others.
To inform industrial contact person, regional contact person, teacher educator, and immediate supervisor of any work schedule changes; that vocational education personnel will be paid by vocational education or local education agency, and will receive no compensation from participating business/industry.
To verify his/her status for regular health, life, and workman's compensation insurance prior to exchange. To complete evaluation forms and incorporate work experience into instructional program.

SIGNATURE: _____ Date _____
Educator

Please identify the location of the street, road, or highway where you are planning staff exchange work experiences.

MAP

Briefly describe how to get to B/I location.

PARTICIPATION IN THE STAFF/INDUSTRY EXCHANGE PROGRAM IS APPROVED BASED ON 1-5 YEAR ASSESSMENT AND SPECIFIC OBJECTIVES IDENTIFIED:

PARTICIPANT _____ Date _____
IMMEDIATE SUPERVISOR _____ Date _____
RESPONSIBLE SUPERVISORY OFFICER _____ Date _____
(Principal, Coordinator, Superintendent, etc.)
VOCATIONAL EDUCATION REGIONAL DIRECTOR _____ Date _____
BUSINESS/INDUSTRY CONTACT PERSON _____ Date _____

4146

WORK SITE EVALUATION

Kentucky Department of Education
Bureau of Vocational Education

REGION _____

PARTICIPANT _____ SCHOOL _____ DATE VISITED _____

FIRM _____ CONTACT PERSON _____

Work experience objectives: (as listed on application) _____

_____

_____

Are all objectives being achieved during staff exchange work experience? Yes ___ No ___

If not, what is being accomplished? _____

_____

_____

Can the work experience activities be incorporated into your teaching and/or administrative responsibilities back at school? (Improve or update what you're already doing)
Yes ___ No ___

If yes, what category and/or categories would they best fit:

A. ____ Methods of instruction

B. ____ Organization and management

C. ____ Skills, knowledge and attitudes development

D. ____ Personal development

E. ____ Professional development

F. ____ Administrative activities

Identify a date(s) following your staff exchange work experience that would be convenient for you and a teacher educator (field based teacher educator) to work on incorporating staff exchange work experience into your teaching and/or administrative duties and responsibilities.

Date(s) _____

Person Completing Form _____

KDE/MIC APPROVED
4460-1204 9-81

Instructional Improvement Activities

Date _____ Teacher Educator _____

Identify tasks, competencies or objectives to be achieved: _____

_____

_____

Recommended plan to accomplish each of the identified tasks:	Approx. date or time to accom. task
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____

Problems encountered in reaching desired tasks:

A. _____

B. _____

C. _____

D. _____

Accomplishments or end results:

A. _____

B. _____

C. _____

D. _____

E. _____

Immediate Supervisor _____

Date _____

4147
R/1/81

PARTICIPANTS DAILY ACTIVITY REPORT & EVALUATION
FOR STAFF EXCHANGE
KENTUCKY DEPARTMENT OF EDUCATION

REGION _____

NAME OF EDUCATOR _____ SCHOOL _____ STARTED _____ ENDED _____

NAME OF FIRM _____ ADDRESS _____ CONTACT PERSON _____

MY WORK EXPERIENCE OBJECTIVES WERE: _____

DATE	DAILY DESCRIPTION OF WORK ACTIVITIES

INSTRUCTIONS: Circle the most correct response in terms of how it relates to your stated objectives.

	Disagree				Agree
1. My principal/supervisor worked closely with me in the identification of needed skills and competencies.	1	2	3	4	5
2. There was enough time to complete my work experience objectives.	1	2	3	4	5
3. I performed new skills and gained knowledge related to this occupation.	1	2	3	4	5
Explain: _____					
4. I have identified other skills and/or competencies that need further improvement.	1	2	3	4	5
Explain: _____					
5. Lines of communication with the firm have been developed or improved.	1	2	3	4	5
6. Student placement channels have been developed or improved.	1	2	3	4	5
Possible number of students placed this year. _____					
7. Equipment and materials at my work site were adequate to fulfill my objectives.	1	2	3	4	5
8. The work site equipment compares to my laboratory equipment.	1	2	3	4	5
9. My vocational training program presently fulfills the job entry employment requirements for this business/industry.	1	2	3	4	5

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4460-1013

- PLEASE COMPLETE OTHER SIDE -

INSTRUCTIONS: Please respond to the following questions.

1. I received help in program improvement and curriculum development from a teacher educator. Indicate the type of help and by whom.

   _____

   _____

2. I was visited by a teacher educator during my staff exchange work experience.

   Who? _____ When? _____

3. What services by teacher educators could be offered to better help you in reaching your program improvement and curriculum objectives?

   _____

   _____

4. I would like to have a curriculum specialist come to my school and help me.

   Month: _____ Day: _____ Time: _____

5. Based on this staff exchange experience, make suggestions to improve the staff exchange program.

   _____

   _____

   New Skills or Competencies to be Taught _____

   Curriculum Changes Anticipated _____

   Improved Teaching Methods to be Used _____

   _____

   New Equipment and Materials Needed _____

   Other Action or Improvements Anticipated _____

   Completed by: _____ Date: _____

MAIL TO: Regional Contact Person for Staff Exchange

4148
R/1/81

BUSINESS/INDUSTRY EVALUATION AND TIME SHEET FOR STAFF EXCHANGE
KENTUCKY DEPARTMENT OF EDUCATION

Educator's Name _____ Region _____

Exchange Dates _____ Daily Schedule _____
From To From To

Name of Firm _____ Address _____

INSTRUCTIONS: Circle the response to the right of each statement, reflecting your assessment and opinion of this staff exchange experience.

	Disagree			Agree		
1. My firm and I were able to provide the work skills and competencies requested by the vocational educator.	1	2	3	4	5	
2. Enough time was allowed for this exchange experience.	1	2	3	4	5	
3. The educator performed skills/techniques expected of other employees in the company.	1	2	3	4	5	N/A
4. The educator used appropriate safety practices.	1	2	3	4	5	N/A
5. The educator worked well with other employees.	1	2	3	4	5	
6. The educator was cooperative with our company policies.	1	2	3	4	5	
7. A high degree of motivation was demonstrated by the educator.	1	2	3	4	5	
8. This educator made a contribution for improvement in some phase of the company operation. Comment: _____ _____	1	2	3	4	5	N/A
9. I would consider hiring students from the educator's training program. How Many? _____ When? _____	1	2	3	4	5	N/A
10. This experience has improved relations between my company and vocational education.	1	2	3	4	5	

Please record time and attendance of educator during his staff exchange work experience with your firm.

Day of Month	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Total Hours
Date																					
Regular Hours Worked																					
Over-Time Worked																					
Regular Hours Absent																					

Remarks _____

KDE/MIC Approved
4460-1014

Signature of Supervisor _____ Date _____

4149
R/1/81

STAFF EXCHANGE EVALUATION SUMMARY
KENTUCKY DEPARTMENT OF EDUCATION

Evaluation of changes made in instructional programs resulting from staff exchange work experience.

Educator/Adm. _____ School _____ Region _____

Date of Exchange _____ Name of Sponsor _____
To From

List of objectives outlined on 1-5 year needs assessment plan:

_____

_____

Document and outline sequential changes made in instructional program resulting from Staff Exchange work experience: If no changes were made in instructional program, give reasons why:

QUARTERS	SEQUENCE AND CHANGES MADE IN INSTRUCTIONAL PROGRAM
July - Sept.	
Oct. - Dec.	
Jan. - Mar.	
Apr. - June	

Who was responsible for making these changes:

Teacher Educator _____ Reg. Contact Person _____

Immediate Supervisor _____ Program Coordinator _____

Other _____

Staff Exchange Participant's Signature _____ Date _____

Immediate Superviser of Participant Signature _____ Date _____

Regional Director Signature _____ Date _____

KDE/MIC Approved
4460-1203 9-81

Mail completed copy to:
Regional Contact Person

STAFF/INDUSTRY EXCHANGE PROGRAM
Form Distribution to Regional Contact Person

FORM	NUMBER	COMPLETED BY	NO. OF COPIES	MAIL TO
Application and Work Agreement	4145	Participant	2	Regional Contact Person and keep copy
Work Site Evaluation	4146	Immediate Supervisor & Teacher Educator	2	Regional Contact Person and keep copy
Participants Daily Activity & Evaluation	4147	Participant	2	Regional Contact Person and keep copy
Business & Industry Evaluation & Time Sheet	4148	Participating Industry	1	Regional Contact Person
Evaluation Summary	4149	Participant (assisted by immediate supervisor and teacher educator)	2	Regional Contact Person and keep copy

STAFF/INDUSTRY EXCHANGE PROGRAM
Form Distribution
Mailed By Regional Contact Person

FORM	NUMBER	NO. OF COPIES	MAIL TO
Application and Work Agreement	4145	5	E, F, PI, PS, FB
Work Site Evaluation	4146	6	E, F, PI, PS, P, FB
*Participant's Daily Activity and Evaluation	4147	3	E, PS, FB
*Business & Industry Evaluation and Time Sheet	4148	4	E, F, PS, FB
Evaluation Summary	4149	4	E, F, PS, FB

MAILING CODE:

E - Teacher Educator

F - Hollie E. Pieratt, Jr.
Program Director
Personnel Development Unit
Bureau of Vocational Education
2138 Capital Plaza Tower
Frankfort, KY 40601

PI - Participating Industry

PS - Participant's Supervisor or Principal

P - Staff Exchange Participant

FB - Field Based Teacher Educator

*Summary to Hollie Pieratt in October.

STAFF EXCHANGE ADVISORY COMMITTEE MEMBERS

CHAIRMAN

Mr. Sam Ruth, Vice Pres.
U. S. Manufacturing
Arvin Industries, Inc.
Princeton Plant
Princeton, KY 42445
502/365-5505

VICE CHAIRMAN

Mr. Jack T. Young
Administrative Manager-Law
Ashland Oil, Inc.
P. O. Box 391
Ashland, KY 41101
606/329-3202

SECRETARY

Mr. Bill Penry, Head
Maintenance Engineering Dept.
Union Carbide Corporation
Nuclear Division, P. O. Box 1410
Paducah, KY 42001
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Mrs. Rose Mary Brooks
Box 123
Winchester, KY 40391
606/987-6656

Mr. William S. Conn, Jr.
Executive Director
Kentucky Hospital Association
1302 Clear Spring Trace
Louisville, KY 40223
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Mrs. Mildred Potter, Vice President
Kentucky Restaurant Association
417 Starks Building
455 River City Mall
Louisville, KY 40202
502/587-8629

Mr. T. K. Stone
Customer Relations and
Business Development
First Hardin National Bank
Elizabethtown, KY 42701
502/769-5941

Mr. Gilbert Wood
Retired Plant Manager of
Texas Instrument
Route 2, Shotwell Lane
Versailles, KY 40383
606/873-4367

Mr. J. H. Mosgrove, Vice President
Kentucky Coal Association
1031 Castleton Way, South
Lexington, KY 40502
606/272-2257

Mr. Joe Mauk
U. S. Forestry Service
830 West Main
Morehead, KY 40351
606/784-4412

Mr. Gary L. Bunch
Training Manager
Whayne Supply Company
1400 South 43rd Street
Louisville, KY 40201
502/774-4441

Mr. H. P. Vogel, Retired Manager
Developmental Programs
G. E. Appliance Park
3803 Burning Bush
Louisville, KY 40222
502/425-6778

Ms. Edna Kelsey
Executive Vice President
American Savings & Loan Association
107 South Main
Somerset, KY 42501
606/678-5235

Mr. Harlan Davidson, Jr.
Personnel Representative
Falcon Coal Company
P. O. Box 629
Jackson, KY 41339
606/666-7581

STAFF EXCHANGE ADVISORY COMMITTEE

It is recommended that a Staff Exchange Advisory Committee be formed during the planning phase of the project. The advisory committee serves in an advisory capacity for planning, implementing, conducting, and evaluating the project. More specifically, the advisory committee assists in:

1. Gaining the cooperation of businesses and industries for providing work experiences.
2. Encouraging representatives of business and industry to seek meaningful experiences in the vocational-technical education setting.
3. Serving as resource personnel and advisory consultants.
4. Reviewing detailed project plans.
5. Reviewing the internal and external evaluation plans.
6. Reviewing formative evaluation findings and making suggestions to the project staff for implementing and/or improving project operations.

The advisory committee members for the Staff Exchange Program were selected to represent the following areas:

1. Manufacturing
2. Construction
3. Agriculture and Natural Resources
4. Business and Office or Distribution and Marketing
5. Public Services
6. Home Economics and Consumer Related Areas
7. Health
8. Institutions of Higher Education with Program of Vocational Teacher Education.

The advisory committee consisted of fourteen members representing the outlined areas of concern. They were chosen by the program staff and recommended for appointment by the Assistant Superintendent of Public Instruction for Vocational Education through the Director of the Personnel Development Unit and the Director of the Division of Support Services.

The advisory committee this year has been very active and willing to provide assistance to the program staff and regional program directors that required their time and expertise beyond the regular committee meetings. Their enthusiasm has been a factor in the tremendous support and interest this program has received.

The advisory committee usually meets four times during the year.

VOCATIONAL EDUCATION PERSONNEL DEVELOPMENT

ASSESSMENT AND PLANNING WORKSHEET

NAME _____ DATE _____

ADDRESS _____ SCHOOL _____

_____ REGION _____

PHONE _____ PHONE _____

PRESENT POSITION _____

INITIAL DATE OF EMPLOYMENT (MO.) _____ (YR.) _____

PROGRAM AREA _____

WORK EXPERIENCE

- YEARS OF WORK EXPERIENCE DIRECTLY RELATED TO THE COURSES YOU ARE CURRENTLY TEACHING _____ (YEARS)

- MONTHS OF WORK EXPERIENCE COMPLETED DURING THE PAST 5 YEARS _____ (MONTHS)

EDUCATION

	(DATE)	(INSTITUTION)	(MAJOR)
- HIGH SCHOOL/GED			
- VOCATIONAL DIPLOMA			
- ASSOCIATE'S DEGREE			
- BACHELOR'S DEGREE			
- MASTER'S DEGREE			
- MASTER'S +			

ARE YOU CURRENTLY WORKING TOWARD A DEGREE? _____
IF SO, WHICH DEGREE? _____ AND WHICH UNIVERSITY? _____

CERTIFICATION

	(CHECK ONE)	(EXPIRATION DATE)
- ONE YEAR VOCATIONAL TEACHING		
- FIVE YEAR VOCATIONAL TEACHING		
- TEN YEAR VOCATIONAL TEACHING		
- ONE YEAR TEMPORARY TEACHING		
- PROVISIONAL HIGH SCHOOL		
- ADMINISTRATIVE		
- OTHER		

ARE YOU CURRENTLY WORKING TOWARD A CERTIFICATE? YES____ NO____

IF SO, WHICH CERTIFICATE _____

VOCATIONAL EDUCATION PERSONNEL DEVELOPMENT

	PROFESSIONAL DEVELOPMENT NEEDS	CERTIFICATION AND/OR DEGREE REQUIREMENTS			
	LIST IDENTIFIED NEEDS	COURSES COMPLETED & REMAINING	CR.	UNIV	APP.
PROFESSIONAL EDUCATION					
AREA OF CONCENTRATION					
GENERAL EDUCATION					

(LETTERHEAD)

(DATE)

(INSIDE ADDRESS)

DEAR _____:

On (date of exchange), I did a Staff Exchange at (plant/ business) to observe new (business/manufacturing) techniques. I wish to acknowledge the cooperation of (name of industry contact person) of (plant/business) who acted as my host.

The work experience gained during my Staff Exchange visit was invaluable for improving my vocational program.

I appreciate the cooperation of the management in giving me your time and effort. Thank you for your support.

Sincerely,

(NAME)

SAMPLE LETTER OF APPRECIATION